



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

*To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov)*

Office Assistant (T) Ward Clerk (1379)  
Full-time, Permanent  
Range A: \$2143.00-\$2606.00  
Range B: \$2324.00-\$2826.00  
Final File Date: November 6, 2008  
(Includes a compensation benefits package)

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Under the direction of the Supervising Registered Nurse, the Ward Clerk provides clerical support to the unit.

Description:

- Maintenance of Patient Carts/Records: Assures that the patient records is in good order, all forms have correct patient identification, reviews for signatures/initials, progress notes, patient data, etc. as directed by the Supervising Registered Nurse. Files patient reports in a timely, accurate manner. Assembles/rearranges patient records when indicated. Makes entries on patient record to identify patient movement. Follows established file management guidelines. Initiates and maintains logs as directed. Maintains schedules of required medical/nursing activities as directed. Inputs physician orders into Meditech.
- Unit Receptionist Function: Answers phones and directs incoming calls. Greets and directs visitors. Distributes mail to patients and staff. Answers patient intercom and direct patient requests. Facilitates communication within the nursing unit and with other hospital services.
- Physician Order Transcription: Carries orders over to appropriate documents. Requisitions/arranges with other service for patient appointments, tests, consultations, escorts, medications, and supplies necessary to carry out the order. Initiates/maintains time-filing system of future tests, appointments, etc. Readies documents to accompany patients to appointments and tracks return of documents.
- Maintenance of Unit Environment: Sets up and maintains files. Tracks all patient records. Orders supplies. Maintains and updates unit information resources. Other duties as related.
- Coordination of Unit-Level Conferences/Meetings  
IDT Conferences: Maintains IDT conference schedule. Notifies patients, families, involved services of date and time of meetings. Makes necessary information available prior to the conference. Records proceedings of conferences assigned by unit Supervising Registered Nurse.
- Unit Staff Meetings: Notifies staff of meeting dates and times. Works with Supervising Registered Nurse to develop the agenda. Attends meetings to participate and take minutes. Types and distributes meeting minutes. Types documents into Meditech.
- Coordination of Unit Physical Maintenance: Requisitions unit repairs, tracks completion and reports problem areas to unit Supervising Register Nurse. Requisitions equipment as directed and tracks status of orders pending receipt.
- Performs other clerical duties as assigned by the Supervising Registered Nurse.
- Working overtime is a requirement of this classification.

Special Requirement:

A typing certificate is required certifying the ability to type a minimum of 40 wpm. Please attach copy of Typing certificate to application.

Desirable qualifications:

Strong communication and customer service skills  
Good work ethic  
Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the [www.spb.ca.gov](http://www.spb.ca.gov) website for benefit package information

Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Office Assistant (T), or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

To Apply:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), typing certificate and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) OR [www.spb.ca.gov](http://www.spb.ca.gov) for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Released Date: October 23, 2008